

**Select Board  
Hearing Room  
Stoneham Town Hall  
35 Central Street  
Tuesday, January 14, 2020  
7:00 P.M.**

ITEM	TIME	DESCRIPTION	DISPOSITION
<b>Open Session (Hearing Room)</b>			
1	7:00 p.m.	Pledge of Allegiance	
<b>Certificates of Appreciation</b>			
2		Certificate of Appreciation – Dr. Cheryl Sanders	
3		Certificate of Appreciation – Bryce Bardell	
<b>Citizens' Comments</b>			
4		Citizens' Comment	
<b>Regular Business</b>			
5		Approve Minutes: 12/10/19 (vote required)	
6		Complete Count Census – Erin Wortman	
7		Accept Gift to Council on Aging and Library – (vote required)	
8		Town Administrator's Performance Review	

9 Town Meeting – Opening and Closing Dates (vote required)

10 Select Board Policies – Discussion

11 Extension of Deed Restriction to Roman Catholic Archbishop of Boston – (voted required)

**Town Administrator**

12 Town Administrator’s Report – Dennis Sheehan

**Miscellaneous**

13 Non-Deliberative Announcements and Scheduling

**To Dr. Cheryl Motley Sanders  
in recognition of receiving the  
2020 Stoneham MLK Community Service Award  
on January 20, 2020**

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**Shelly MacNeill, Chair**

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**Raymie Parker, Vice Chair**

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**George Seibold, Clerk**

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**Heidi Bilbo**

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**Caroline Colarusso**

# ‘Free, free at last!’

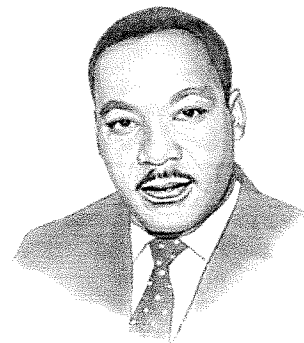
The struggle for freedom that  
changed America forever.



- Storyteller Tammy Denease  
as Elizabeth ‘Mumbet’ Freeman
- The Janelle Gilchrist Dance Troupe
- Student Art and Poetry
- The MLK Award
- Music and song
- Refreshments

*A family event open to all*

20th MLK Celebration  
Jan. 19, 2020, 1 p.m.  
Stoneham High School  
Auditorium



Presented by the MLK Circle with Stoneham Public Schools. co-sponsored by the Boys & Girls Club of Stoneham, the Stoneham Human Rights Commission, the Stoneham Public Library & the Stoneham Historical Society & Museum

**To Bryce Bardell  
in recognition of achieving the rank of  
Eagle Scout  
in the Boy Scouts of America  
on January 10, 2020**

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**Shelly MacNeill, Chair**

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**Raymie Parker, Vice Chair**

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**George Seibold, Clerk**

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**Heidi Bilbo**

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**Caroline Colarusso**

**DRAFT \* DRAFT \* DRAFT**  
**Minutes - Open Session**  
**Select Board**  
**Hearing Room**  
**Stoneham Town Hall**  
**35 Central Street**  
**Tuesday, December 10, 2019**  
**7:00 p.m.**

**Open Session (Hearing Room)**

**Members Present:** Chair Shelly MacNeill, Vice Chair Raymie Parker, Clerk George Seibold, Heidi Bilbo, Caroline Colarusso

**Also Present:** Town Administrator Dennis Sheehan, Director of Assessing Brian Macdonald

**Call to Order:** Chair MacNeill called the meeting to order at 7:00 p.m. (To view this meeting in its entirety go to Stoneham TV on Demand available from the Town's homepage at [www.stoneham-ma.gov](http://www.stoneham-ma.gov))

**Agenda Item 1: Pledge of Allegiance**

**Agenda Item 2: Citizens' Comment** No comments were made.

Parker moved to take agenda item 6 out of order. The motion was seconded by Seibold. Voted unanimously.

**Agenda Item 6: Approve Minutes** Parker moved to approve the minutes of 12/3/19. Bilbo seconded the motion. Voted unanimously.

Colarusso moved to take agenda item 7 out of order. The motion was seconded by Seibold. Voted unanimously.

**Agenda Item 7: Approve Donations from Cummings Community Giving** Seibold moved to accept two donations of \$1000 from Cummings Community Giving to the Stoneham Fire Department. Colarusso seconded the motion. Voted unanimously.

Parker moved to take agenda item 8 out of order. Bilbo seconded the motion. Voted unanimously.

**Agenda Item 8: Select Board Policies** MacNeill stated that the Board has a revised version of the Board policies to review. They have been reviewed by Town Counsel. The Board will discuss the policies at its meeting on January 14, and vote on them on January 21, 2020. MacNeill requested that all revisions be forwarded to Kilbride and they will be included for full

discussion. Colarusso stated that there should be public debate on this matter. MacNeill stated that it is on the agenda from now until January 21.

**Agenda Item 3: Public Hearing – Tax Plan Classification Public Hearing** Brian Macdonald, director of assessing, presented the tax plan for FY2020. He stated that three votes will need to be taken. Macdonald described the Board of Assessors process for the selection of the minimum residential factor which establishes that tax rate for residential properties. He stated that Stoneham has a current valuation of 4.5 billion dollars and reviewed the CIP shift recommended by the Board of Assessors, 1.75. Colarusso asked for the CIP shift would affect the average household. Macdonald stated that the average tax bill will increase by \$70. Colarusso asked if the amount of growth plays a role in determining the shift. Macdonald stated that it is not the growth, but the appreciation of the other classes of property, condos and 2/3 family homes, that helps determine the shift. Parker asked if condo appreciation is a trend or a one-time event. Macdonald stated that jobs determine the need for residential housing and desirability is a factor. He stated that there are units in the Maeve that have sold for \$400,000. Seibold moved to accept the 1.75 CIP shift in residential factor with a factor of .921065. Bilbo seconded the motion. Voted 4-1 with Colarusso voting in against.

Macdonald discussed the residential exemption, stating that the intent is to allow property owners, domiciled in Stoneham, an exemption. He stated that with 92% of property owners domiciled in Stoneham, this would not be a recommended practice. Parker moved not to grant a residential exemption. Colarusso seconded the motion. Voted unanimously.

Macdonald next discussed the small business exemption stating that it decreases the assessed value of qualified commercial property by a percentage thereby shifting the tax burden to other commercial and industrial properties. Macdonald stated that the Board of Assessors does not recommend the adoption of this exemption. Parker moved not to grant a small business exemption. Bilbo seconded the motion. Voted 4-1 with Colarusso voting against.

**Agenda Item 4: Public Hearing – Site Plan – Redstone Shopping Center Limited** Parker read the hearing notice. Steven Cicatelli appeared for the applicant, Redstone Shopping Center Limited, regarding the Site Plan for the veterinary hospital opening in the retail space formerly occupied by Olympia Sports. He stated that the Planning Board approved a special permit in November. Cicatelli stated that boarding was not being promoted, but that there may be a limited instances where a pet may need to stay overnight. In those events, staff would stay on premises with the animal. The treatments being offered are minor surgeries, spaying, neutering, and other select services. Cicatelli stated that sound mitigation and waste stations would be provided by the owners. Cicatelli stated that there will be 17 pets seen per day which will limit traffic in the lot. Sheehan stated that state and town regulations still need to be complied with and that operationally the fire lane will need to be policed. Bilbo stated that Cheryl Noble, Building Inspector, noted that dog pick up stations would need to be marked on the plans. Cicatelli stated that as part of the permitting process, the stations will be marked. Parker disclosed that she is an abutter. Seibold moved to accept the site plan for Redstone Shopping Center. Colarusso seconded the motion. Voted unanimously.

**Agenda Item 5: Public Hearing – Class II License – COV Motors, Inc., 30R Pine Street**

Parker read the hearing notice. Roger Coviello stated that he has the opportunity to expand the size of his business and increase the number of cars that he can store. Seibold stated that Coviello's properties are always well kept. Parker asked if all of the cars would be stored inside. Coviello stated that they would be. Seibold moved to approve the Class II license. Colarusso seconded the motion. Voted unanimously.

**Agenda Item 9: Approve 2020 Licensing** MacNeill stated that she would like to move through the 2020 license approvals in groups. MacNeill confirmed with Kilbride that all renewals had been submitted in a timely manner and that all of the correct paperwork, fees, and approvals had been obtained. Colarusso moved to bundle the licenses for approval. Bilbo seconded the motion. Seibold disclosed that he is member of the Bear Hill Golf Club. MacNeill stated that the following common victualler licenses are up for renewal for the year 2020: Moon Glow Restaurant, Inc. d/b/a China Moon, 170 Main Street; Brothers Gaetano Inc. d/b/a Gaetano's, 270 Main Street; RCM Group Inc. d/b/a JJ Grimsby & Co., 301 W. Wyoming Ave.; 99 Restaurant of Boston, LLC, 101 Main Street; Angelo's Pizzeria & Ristorante, Inc., 239 Main Street; KroMel's LLC d/b/a Melissa's Main Street Bistro, 407 Main Street; Zhen Hua Inc. d/b/a Sato II Restaurant, 147 Main Street; Jagat Enterprise, Inc. d/b/a Rang Indian Bistro, 5 Central Square; J&W Win d/b/a Taste of Siam, 497-499 Main Street; Long Stream, Inc., d/b/a Fusion Taste Asian Restaurant, 19 Franklin Street; Full Service Food Corp, Inc. d/b/a Bacci's Restaurant, 316/320 Main Street; Namaste Napali and Indian Cuisine, 58B Montvale Ave.; Zheng Restaurant, Inc. d/b/a Tulip Asian Cuisine, 119 Main Street; SCKS, Inc. d/b/a 438 Local, 125 Main Street; Louistone LLC d/b/a Loui Loui, 101 Main Street; J2M d/b/a Amore, 414 Main Street; C/K Andrea's Pizza d/b/a Andrea's House of Pizza, 498 Main Street; Anthony Piccoli d/b/a Anthony's Italian Specialties, 408 Main Street; 325 Washington BJ d/b/a Dunkin Donuts, 85 Cedar Street; Mastoran Corp. d/b/a Burger King #627, 197 Main Street; Bart 33 Ice Cream, Inc. d/b/a The Daily Scoop, 232 Main Street; Tsakmakis, Inc. d/b/a Deliworks, 62F Montvale Ave.; Red Plaza Donuts d/b/a Dunkin Donuts, 65 Main Street; Sunnyside Donuts d/b/a Dunkin Donuts, 196 Main Street; 128 Franklin Street d/b/a Dunkin Donuts, 128 Franklin Street; Capri Donuts, Inc. d/b/a Dunkin Donuts, 62A Montvale Ave.; Portugal Donuts d/b/a Dunkin Donuts, 2 Lynn Fells Parkway; JK Stoneham d/b/a Honey Dew Donuts, 362 Main Street; Meiland Restaurant, Inc. d/b/a Hong Kong City, 303 Main Street; Louis Restaurant, 125 Main Street; Liberty Bell Roast Beef, Inc. d/b/a Liberty Bell Roast Beef & Seafood, 219 Main Street; Mass Burgers Stoneham d/b/a 5 Guys Burgers and Fries, 67 Main Street; Papa Gino's Inc. d/b/a Papa Gino's/D'Angelo's, 190 Main Street; McShane, Inc. d/b/a Pignone's Café, 319 Main Street, Pizza Mia, 67 Franklin Street; 475 LLC d/b/a Royal Roast Beef, 475 Main Street; Lefter Spiro d/b/a Stoneham Pizza, 232 Main Street; ISHA LLC d/b/a Subway, 200B Main Street; Three Amigo's Inc.; 125 Main Street #4; Kushala Sip and Coffee House, 335 Main Street #101; FMD Bagel and Coffee Inc. d/b/a Java Grind & Grill, 125 Main Street; Sterling Golf Management, Inc. d/b/a Unicorn Gold Course, 46 William Street; Bear Hill Golf Club, 2 North Street; Thai Village, 418 Main Street; Henaghan Holdings LLC d/b/a Nobility Hill, 421 Main Street; Jacolo LLC d/b/a The Stones Common House and Kitchen, 380 Main Street; Aaron's Taco Cart'el, 8 Central Street. Parker moved to approve the 2020 common victualler licenses



pending the issuance of their certificates of inspection. Bilbo seconded the motion. Voted unanimously.

MacNeill stated that the following entertainment licenses are up for renewal for the year 2020: JJ Gimsby's, 301 W. Wyoming Ave.; Redmen, 11 Franklin Street;. Nameste, 58B Montvale Ave.; Taste of Siam, 499 Main Street; Melissa's, 407 Main Street;. 5 Guys, 67 Main Street; Royal Roast Beef, 475 Main Street; Portugal Donuts d/b/a/ Dunkin Donuts, 2 Lynn Fells Parkway, Rang Indian Bistro, 6 Central Square; Bacci's, 316 Main Street; Stoneham Theater, 395 Main Street; Fusion Taste, 19 Franklin Street; Sato II, 147 Main Street; American Legion Post #115, 11 Common Street; Bear Hill Golf, 2 North Street; China Moon, 170 Main Street; Tulip, 119 Main Street; Kushala Sip Coffee House, 335 Main Street #101; Mastorian Corporation d/b/a Burger King, 197 Main Street; Capri Donuts d/b/a Dunkin Donuts, 62A Montvale Ave.; 128 Franklin Street d/b/a Dunkin Donuts, 128 Franklin Street; ISHA d/b/a Subway, 200B Main Street; Liberty Bell Roast Beef & Seafood, 219 Main Street; SCKC d/b/a/ Local 438, 125 Main Street; Henaghan Holdings LLC d/b/a Nobiity Hill, 421 Main Street; Jacolo LLC d/b/a/ The Stones Common House and Kitchen, 380 Main Street; Taco Cart'el, 8 Central Street; Red Plaza Donuts, 65 Main Street. Parker moved to approve the 2020 entertainment licenses. Colarusso seconded the motion. Voted unanimously.

MacNeill stated that the following juke licenses are up for renewal for the year 2020: Redmen's Club, 11 Franklin Street; America Legion, 11 Common Street; RCM Group Inc. d/b/a/ JJ Grimsby & Co., 301 W. Wyoming Ave.; SCKC d/b/a/ Local 438, 125 Main Street; Marconi Club, 47 Pine Street. Parker moved to approve the 2020 juke licenses. Seibold seconded the motion. Voted unanimously.

MacNeill stated that the following auto amusement license is up for renewal for the year 2020: Redmen's Club, 11 Franklin Street. Parker moved to approve the 2020 auto amusement license. Seibold seconded the motion. Voted unanimously.

MacNeill stated that the following Class I licenses are up for renewal for the year 2020: Kelly Nissan of Woburn, 95 Cedar Street; Stoneham Motor Co., Inc., 185 Main Street. Parker moved to approve the 2020 Class I licenses. Bilbo seconded the motion. Voted unanimously.

MacNeill stated that the following Class II licenses are up for renewal for the year 2020: Rotondi Motors, 140 ½ Franklin Street; COV Motors, Inc., 28 Pine Street; Franklin Street Truck and Auto, Inc., 41 Franklin Street; Michael Youssef, Stoneham Auto Works, Inc., 490 Main Street. Parker moved to approve the 2020 Class II licenses. Bilbo seconded the motion. Voted unanimously.

**Agenda Item 10: Town Administrator's Report** Sheehan stated that he met with Eversource and the goal is to have a contractor in place by February and then set a project time line. Parker

stated that she would like the outreach to start early and be robust. MacNeill agreed that the more outreach the better. Sheehan stated that the project would not begin until spring 2020. Sheehan stated that National Grid is on Elm Street for emergency repairs. Sheehan stated that regarding the High School project, the Building Committee is getting ready to send requests for services to the MSBA for s designer. He stated that he is speaking with DCR regarding its willingness to make roadway improvements near the zoo.

**Agenda Item 11: Miscellaneous** The Board members wished the residents a happy holiday season.

Colarusso moved to adjourn. Bilbo seconded the motion. Voted unanimously.

Respectfully submitted,

Dava Kilbride – Office Manager

[https://drive.google.com/file/d/1M\\_99f1mL5UjI\\_gi9L-feocqa11C15RHV/view?usp=sharing](https://drive.google.com/file/d/1M_99f1mL5UjI_gi9L-feocqa11C15RHV/view?usp=sharing)

**HAYS & SKERRY**  
COUNSELLORS AT LAW

TELEPHONE (617) 423-5599  
FACSIMILE (617) 423-4058  
E-MAIL [jeffskerry@hays-skerry.com](mailto:jeffskerry@hays-skerry.com)  
[www.hays-skerry.com](http://www.hays-skerry.com)

Wm. C. Hays – Retired

31 MILK STREET  
PO Box 96 1920  
BOSTON, MASSACHUSETTS 02196

9 Meriam Street  
Suite 5A  
Lexington, MA 02420

December 23, 2019

Stoneham Council on Aging  
136 Elm Street  
Stoneham, MA 02180

Attention: Maureen Canova, Director

Re: Celia L. Schulhoff

I represent David Horton and Renee Sack, the Trustees of the Celia L. Schulhoff Living Trust (the "Trust"), established by Celia L. Schulhoff, late of Stoneham, Massachusetts.

Celia left a gift for your organization. The Trustees are now in a position to make the distributions provided for under the terms of Celia's Trust.

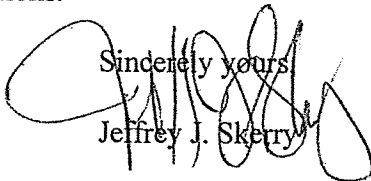
The gift is in percentage (%) form; equal to 8% of the residue of her Trust. After setting aside a reserve for the 2019 tax obligation, the net residue is projected to be \$1,550,000. Your gift of 8% would be valued at \$124,000.00. The Trustees do not currently anticipate making a second distribution. The Trustees have prepared an accounting of their administration of the Trust and would be happy to share it. Please let the undersigned know if you are so interested.

We have also prepared and are enclosing a Receipt/Release form. Would you please look it over and call if you have any questions. Otherwise would you please date and sign the original and enter your Tax ID number at the bottom where indicated and return the original in the enclosed return envelope, together with a copy of your organization's Section 501(c)(3) approval letter from the IRS (or comparable documentation). The copy is for your records. Upon receiving the signed receipt, we will send the distribution check.

Please feel free to call with any questions.

Sincerely yours,

Jeffrey J. Skerry



RECEIPT/RELEASE

The undersigned, for and on behalf of the Stoneham Council on Aging, a residual beneficiary of and under Paragraph 2 of ARTICLE FIFTH of that certain DECLARATION of TRUST of CELIA L. SCHULHOFF, as Donor and Trustee, dated February 6, 2014, as amended (the "Trust"), hereby acknowledge receipt from David Horton and Renee Sack (Trustees of the Trust), of a check drawn to the Stoneham Council on Aging in the amount of

ONE HUNDRED TWENTY-FOUR THOUSAND (\$124,000.00) DOLLARS

representing a distribution to the Stoneham Council on Aging of it's entire residual interest under said PARAGRAPH-ARTICLE of said Trust in consideration of which the Stoneham Council on Aging hereby agrees to reimburse the Trustees to the extent of said distribution to it for any amounts they may be called upon to pay as a debt or expense of administration or estate or inheritance taxes with respect thereto, and the Stoneham Council on Aging hereby further agrees to indemnify said Trustees and to hold them harmless from any damages, loss or liability they may sustain or be called upon to pay by reason of said distribution and the Stoneham Council on Aging hereby assents to any Account or Accounts the Trustees may prepare and submit showing payment to the Stoneham Council on Aging of the foregoing amount and to the allowance of same by any Probate Court. By signing hereunder, the undersigned hereby certifies that he or she is authorized to act for the Stoneham Council on Aging in this capacity.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Stoneham Council on Aging

By:

[Name]

Employer Identification Number \_\_\_\_\_

23

RECEIPT/RELEASE

The undersigned, for and on behalf of the Stoneham Council on Aging, a residual beneficiary of and under Paragraph 2 of ARTICLE FIFTH of that certain DECLARATION of TRUST of CELIA L. SCHULHOFF, as Donor and Trustee, dated February 6, 2014, as amended (the "Trust"), hereby acknowledge receipt from David Horton and Renee Sack (Trustees of the Trust), of a check drawn to the Stoneham Council on Aging in the amount of ONE HUNDRED TWENTY-FOUR THOUSAND (\$124,000.00) DOLLARS representing a distribution to the Stoneham Council on Aging of it's entire residual interest under said PARAGRAPH-ARTICLE of said Trust in consideration of which the Stoneham Council on Aging hereby agrees to reimburse the Trustees to the extent of said distribution to it for any amounts they may be called upon to pay as a debt or expense of administration or estate or inheritance taxes with respect thereto, and the Stoneham Council on Aging hereby further agrees to indemnify said Trustees and to hold them harmless from any damages, loss or liability they may sustain or be called upon to pay by reason of said distribution and the Stoneham Council on Aging hereby assents to any Account or Accounts the Trustees may prepare and submit showing payment to the Stoneham Council on Aging of the foregoing amount and to the allowance of same by any Probate Court. By signing hereunder, the undersigned hereby certifies that he or she is authorized to act for the Stoneham Council on Aging in this capacity.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**COPY**

Stoneham Council on Aging

By:

[Name]

Employer Identification Number \_\_\_\_\_

**CELEBRATION of the LIFE  
of  
Dr. CELIA L. SCHULHOFF**

**Date: Saturday, June 1, 2019**  
**Time: 2:30 pm – 5:00 pm**  
**Place: Stoneham Senior Center**  
136 Elm Street  
Stoneham, MA 02180  
781-438-1157

Celia was such an important person to her family and scores of friends and colleagues. The gathering that will take place on June 1<sup>st</sup> is in accordance with her wishes that we celebrate her life, in lieu of a funeral service. It is an honor to accede to her wishes and to hold this celebration, because of all that she brought to her family, friends, and profession during her lifetime.

- ❖ She wanted the celebration to have a musical flavor so there will be line dancing led by Jim Banks, a former physical education teacher in Lexington.
- ❖ Trudi Van Slyck, an old friend from grade school in Athol, will play the piano.
- ❖ Memorabilia and photos from Celia's productive life will be available to see.
- ❖ Refreshments will be provided.
- ❖ Guests are invited to offer their memories of Celia. If you would like to speak (for up to 5 minutes tops!), please let us know beforehand.

Please share this invitation with anyone you know who would like to celebrate Celia's life with us!

For further information, feel free to contact us.

Sincerely,

Dave Horton, 781-862-3293, [paulrevererod@aol.com](mailto:paulrevererod@aol.com)  
and  
Renée Sack, 781-933-9276, [rasack@verizon.net](mailto:rasack@verizon.net)

copy

**HAYS & SKERRY**  
COUNSELLORS AT LAW

TELEPHONE (617) 423-5599  
FACSIMILE (617) 423-4058  
E-MAIL [jeffskerry@hays-skerry.com](mailto:jeffskerry@hays-skerry.com)  
[www.hays-skerry.com](http://www.hays-skerry.com)

Wm. C. Hays – Retired

31 MILK STREET  
PO Box 96 1920  
BOSTON, MASSACHUSETTS 02196

9 Meriam Street  
Suite 5A  
Lexington, MA 02420

December 23, 2019

The Stoneham Public Library  
431 Main Street  
Stoneham, MA 02180

Attention: Nicole Langley, Director

Re: Celia L. Schulhoff

I represent David Horton and Renee Sack, the Trustees of the Celia L. Schulhoff Living Trust (the "Trust"), established by Celia L. Schulhoff, late of Stoneham, Massachusetts.

Celia left a gift for your organization. The Trustees are now in a position to make the distributions provided for under the terms of Celia's Trust.

The gift is in percentage (%) form; equal to 4% of the residue of her Trust. After setting aside a reserve for the 2019 tax obligation, the net residue is projected to be \$1,550,000. Your gift of 4% would be valued at \$62,000.00. The Trustees do not currently anticipate making a second distribution. The Trustees have prepared an accounting of their administration of the Trust and would be happy to share it. Please let the undersigned know if you are so interested.

We have also prepared and are enclosing a Receipt/Release form. Would you please look it over and call if you have any questions. Otherwise would you please date and sign the original and enter your Tax ID number at the bottom where indicated and return the original in the enclosed return envelope, together with a copy of your organization's Section 501(c)(3) approval letter from the IRS (or comparable documentation). The copy is for your records. Upon receiving the signed receipt, we will send the distribution check.

Please feel free to call with any questions.

Sincerely yours,

Jeffrey J. Skerry

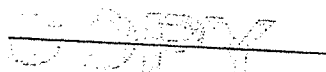


copy

RECEIPT/RELEASE

The undersigned, for and on behalf of the Stoneham Public Library, a residual beneficiary of and under Paragraph 2 of ARTICLE FIFTH of that certain DECLARATION of TRUST of CELIA L. SCHULHOFF, as Donor and Trustee, dated February 6, 2014, as amended (the "Trust"), hereby acknowledge receipt from David Horton and Renee Sack (Trustees of the Trust), of a check drawn to the Stoneham Public Library in the amount of SIXTY-TWO THOUSAND (\$62,000.00) DOLLARS representing a distribution to the Stoneham Public Library of it's entire residual interest under said PARAGRAPH-ARTICLE of said Trust in consideration of which the Stoneham Public Library hereby agrees to reimburse the Trustees to the extent of said distribution to it for any amounts they may be called upon to pay as a debt or expense of administration or estate or inheritance taxes with respect thereto, and the Stoneham Public Library hereby further agrees to indemnify said Trustees and to hold them harmless from any damages, loss or liability they may sustain or be called upon to pay by reason of said distribution and the Stoneham Public Library hereby assents to any Account or Accounts the Trustees may prepare and submit showing payment to the Stoneham Public Library of the foregoing amount and to the allowance of same by any Probate Court. By signing hereunder, the undersigned hereby certifies that he or she is authorized to act for the Stoneham Public Library in this capacity.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

  
Stoneham Public Library

By: \_\_\_\_\_ [Name]

Employer Identification Number \_\_\_\_\_

## Employee Performance Review

**Employee Name:** Dennis J. Sheehan **Title:** Town Administrator

**Time in Present Position:** Yrs. Mos. 11

**Date of Review** January 2020

**Date of Last review:** N/A

**Please fill out the form below and return to the Chair of the Select Board no later than 5 days prior to your review.**

### **PART 1:**

**Job Knowledge.** The adequacy of the employee's skills. Employee's understanding of job requirements. Employee's understanding of related functions. Employee's efforts to keep skills current.

☐ **Outstanding** ☐ **Very Good** ☒ **Satisfactory** ☐ **Fair** ☐ **Unsatisfactory**

**Comments:**

As I outlined during the interview processes, I have spent the first few months focused on listening to others and understanding the operation of the Town and the community as a whole. However, I have not let this transition delay my decision making responsibilities or let particular projects/initiatives continue to languish.

I continue to rely on the knowledge and skills of others to move projects and initiatives forward while taking on my own personal share of the work load. I do my best to not simply delegate away problems and believe that my ability to prepare written documents or regulations, update the town website, utilize other technologies, and communicate with residents in person or over the phone has allowed others to use their time and skills in an improved way.

While I value the opportunities many formal professional organizations offer in terms of professional development, the staff, volunteers and residents available to me upon my arrival have provided me the greatest opportunity to learn and I continue to use them as my most valuable resource in my own professional development. Additionally, I have maintained a positive working relationship with our neighboring Town Managers, Administrators and Mayors and often use their experiences and expertise through regular communication to better myself and the Town of Stoneham.

**Quality of Work.** Consider presentation, thoroughness, and accuracy of the work the employee produces.

☐ Outstanding ☐ Very Good ☒ Satisfactory ☐ Fair ☐ Unsatisfactory

Comments:

While I don't consider my work error free, I have maintained a consistent work product that the Town staff, residents, contractors and others have come to rely on. I try to maintain an honest dialogue with everyone I interact with and that trust that has been built will be one of my most critical assets going forward. However, I readily admit mistakes and change my posture when presented with new information or ideas but also stand by decisions when necessary.

**Quantity.** How well does employee maintain his/her output of work? Volume of work employee performs under normal conditions.

☐ Outstanding ☐ Very Good ☒ Satisfactory ☐ Fair ☐ Unsatisfactory

Comments:

When I arrived in Stoneham, the existing town staff and government bodies (Boards, Committees, etc.) were in a favorable position to deliver positive results for the community. GFOA budgets, Solar agreements at the arena, grants, the new website, new leadership at the Department of Public Works, a Human Rights Commission, Tree Committee, union agreements, a Procurement Department, Facilities Department, Financial Management Team, Emergency Management Committee, the creation of a Prevention and Outreach Office, Town meetings that have been well represented and prepared for by Town staff, the positive relationships with other organizations, new financial controls and policies, new technology upgrades, progress towards a new High School, were all well positioned upon my arrival and I have been happy to be just a small part of those initiatives. I will continue to strive to maintain a high level of output no matter the conditions while working to improve the taxpayers trust in Town Hall and ensure that the tax dollars are spent in the most prudent and productive manner.

**Cooperation.** Employee's ability and willingness to work with associates, supervisors, subordinates toward common goals.

☐ Outstanding ☐ Very Good ☒ Satisfactory ☐ Fair ☐ Unsatisfactory

Comments:

As previously mentioned, I have spent a great deal of time listening to others in my first few months. The institutional knowledge of others was a critical resource that I needed to tap into to be successful moving forward. In this case, I made every effort to gain the opinions of those not involved in the day to day workings of Town government. If a resident called or came to the office about one issue, I have also tried to use the opportunity to gain their opinions on a variety of other town items. I would like to believe that a variety of people involved in the

community feel that they can come to the Town Administrator's Office to resolve issues and work through projects and initiatives for the betterment of the community.

Additionally, I make every effort to be uniform in my approach to issues raised by the Select Board members, residents, and town staff. This can be difficult at times and I will continue to be conscientious of this area going forward.

**Dependability/Reliability.** How well the employee can be relied on to accept responsibility and complete work assignments? How well does the employee meet deadlines?

☐ Outstanding ☐ Very Good ☒ Satisfactory ☐ Fair ☐ Unsatisfactory

Comments:

Setting personal and organizational priorities continues to be an issue I work on as I transition into the position. I believe that by completing projects and assignments, it creates additional personal capacity to reset priorities moving forward. For example, by launching the website, hiring the Public Works Director and Deputy Director, hiring a Procurement Officer and Facilities Director, agreement on the MSBA enrollment projections/OPM documents, the Housing Production Plan and navigating the past two Town meetings, additional capacity is created to work on other matters that need additional attention. When projects and items continue to linger on, not only do the projects not get completed but the priority list continues to grow. I believe that by completing the particular items listed, the Town is in a better position moving forward on critical items (Communication, Public Infrastructure, the High School Project, Housing and other initiatives).

I have also shown an understanding of the variety of issues that are raised during the public comment period and have done my best to resolve or at least address as many of the lingering issues as they arise and have accepted responsibility when there has been a shortfall in service. While there continues to be cases where residents are dissatisfied, we continue to make sure the Town's stance on any particular matter is articulated in the best possible method. An improvement on the customer service experience in Town will continue to be a priority going forward.

**Attendance/Punctuality.** How conscientious is the employee about attendance, punctuality, lunch periods etc.

☐ Outstanding ☐ Very Good ☒ Satisfactory ☐ Fair ☐ Unsatisfactory

Comments:

One of the greatest challenges I have wrestled with in this position is the ongoing balance of raising two small children while ensuring the fulfillment of my duties in Town. I am in

constant communication with the Select Board Chair, Assistant to the Town Administrator and Select Board Office Manager about my physical location when I am not in the office. The use of my vacation time, sick time etc. is communicated through these channels.

In the first few months, I have not only attended all of the Select Board, Tri Board and Town Meetings, I have made myself available to many meetings of other groups including the School Building Committee, Tree Committee, Human Rights Commission, Commission on Disability, Planning Board, Stoneham Coalition, Capital Committee, Finance and Advisory Board, etc. While I try to be available to these other boards and committees, I continue to work on the proper balance and while I can't physically attend all meetings, I have also worked with individual members to gain additional insights into specific issues (Conservation Commission, Open Space and Recreation, and Zoning Board of Appeals, etc.).

I additionally try to attend as many community events as possible and will continue to do so going forward. Even with these additional responsibilities, I am regularly at Town Hall and do my best to maintain a regular schedule in the building. Beyond the Town Hall hours, evening meetings and community events, I am regularly available by cell phone and email and try to answer any communication from a Department Head or Select Board member in a timely manner no matter the day or time.

## **PART 2: ACHIEVEMENT OF PREVIOUS GOALS**

List each goal that had been set and indicate whether you achieved, failed to reach, or exceeded the goal. Explain in detail (using additional sheets if necessary) any situation or conditions that may have affected attainment.

Goal 1: N/A

Goal 2: N/A

Goal 3: N/A

## **PART 3:**

- List your strengths:
  - I believe that most people find me approachable and willing to discuss a variety of issues/concerns prior to extensive delays or more complex problems arise.
  - While I have a healthy working relationship with the Select Board members, and execute the Board's a whole's priorities, I am also willing question requests from individual Select Board members and maintain a consistent posture.
- List your weaknesses and your action plan to improve them:
  - Navigating the Town's political climate has made me overly cautious on some items and the town needs to improve its communication with the community in a fact based manner. How to engage more residents in that particular environment is something that I need to evaluate going forward.
  - In my attempts to be as fact based and neutral as possible, I inadvertently speak too softly at Select Board meetings and continue to work through my role at

public events. I try to be mindful of the very particular role of the Chief Administrative Officer and continue to focus on those functions while trying to defer to the Select Board at most community events. While the decision is intentional, it is a fine line about what is expected of me in terms of being a public face in the community.

#### **PART 4: NEW GOALS**

List one (1) to three (3) goals to be attained by the employee before the employee's next review. Indicate preparation and training (if any) necessary to attain these goals and projected completion date. Goals must be SMART goals meaning they must fit the following criteria:

**Specific, Measurable, Attainable, Relevant and Timely**

<b>Goals:</b>	<b>Projected Completion Date</b>
<b>Staffed Facilities Department as outlined in FY 20 Budget</b>	FY 20
<b>Procurement Process/Internal Control Improvements Through MUNIS/Procurement Officer</b>	FY 21
<b>OPM Selection and MSBA for High School Building Project</b>	6 months

Employee DJS

Date: 1/4/2020

## Annual Town Meeting Calendar

Opening of the Town Meeting Warrant	Date to be determined
All boards, officers & committees of the town must submit information to Town Administrator necessary for the preparation of the budget at least 90 days prior to the Annual Town Meeting	February 4, 2020
Town Administrator gives budget to Select Board for review and comment at least 75 days prior to TM <b>(Select Board-Admin Act sec. 15)</b>	February 19, 2020
All Departments, Boards & Committees shall give Capital Committee information concerning anticipated projects during ensuing 5 years by February 28th <b>(Bylaw sec 2-37.3(c))</b>	February 28, 2020
Closing of TM Warrant must be 1st Monday in March <b>(Bylaw sec 2-7)</b>	March 2, 2020
Select Board presents a budget to the Finance & Advisory Board for review at least 55 days prior to TM <b>(Select Board-Admin Act sec. 16)</b>	March 10, 2020
Financial articles forwarded by the Select Board to the Finance & Advisory Board within 2 days of warrant closing <b>(Bylaw sec 2-6)</b>	March 4, 2020
Zoning articles (not sponsored by Planning Board) must be forwarded by Select Board to Planning Board <b>(MGL/Attorney General zoning procedure)</b>	Within 14 days of receipt of article by Select Board
Posting of Warrant in 10 public places and the Stoneham Independent <b>(Bylaw sec 2-5 and MGL Ch 39 Sec 10)</b>	On or before March 31, 2020 <b>(In Independent by March 25th)</b>
<b>Annual Town Election</b> It is held on the 1st Tuesday in April. It is Article 1 on the Town Meeting warrant <b>(Bylaw sec 2-2)</b>	April 7, 2020
Finance & Advisory Board makes recommendations on all articles under their jurisdiction and recommendations must be published at least 10 days before the Annual Town Meeting <b>(Bylaw sec 2-20)</b>	April 24, 2020
The Capital Improvement Advisory Committee's report & the Select Board's recommended Capital Budget shall be published in a manner consistent with the distribution of the Finance & Advisory Board Town Meeting recommendations <b>(Bylaw 2-37.39(e))</b>	April 26, 2019
The Capital Improvement Advisory Committee shall prepare an annual report recommending a capital Improvement budget for next fiscal year and a Capital Improvement Program including recommended capital improvements for the following 5 fiscal years. <b>(Bylaw sec 2-37.3 (d))</b>	Must be submitted to Select Board prior to Town Meeting
Finance & Advisory Board must publish a report with recommendations on the budget by the last Monday in April <b>(Bylaw sec 2-19)</b>	April 27, 2020
Motions for Town Meeting must be submitted to the Town Clerk within 3 business days of Town Meeting <b>(Bylaw sec 2-11.1)</b>	No later than April 29, 2020
The Annual Town Meeting is held the 1st Monday in May <b>(Bylaw sec 2-3)</b>	May 4, 2020

### Select Board Policy Warrant Article Submission Dates

Town Administrator/Dept Heads/Non-Elected Officials, Boards Commissions submit Financial Articles \$10k and over to the Select Board <b>(Select Board Policy voted 12/15/2015)</b>	January 21, 2020
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Town Administrator/Dept Heads/Non-Elected Officials, Boards, Commissions submit non-financial articles and Articles under \$10k to the Select Board <b>(Select Board Policy)</b>	February 1, 2020
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Elected Boards and Officials submit financial articles \$10k and over to the Select Board <b>(Select Board Policy)</b>	February 1, 2020
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Elected Boards and Officials submit Non-Financial articles and Articles under \$10k to the Select Board <b>(Select board Policy)</b>	February 7, 2020
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**Policy Regarding  
Submission of Warrant Articles  
By Town Officials, Boards/Commissions and Department Heads  
To The Board of Selectmen  
For Insertion In A Town Meeting Warrant\*  
(Without the Requirement For Signatures as Otherwise Would Be Required  
By Massachusetts General Law)**

**(Pursuant to Board of Selectmen Vote of December 15, 2015)**

\* This policy will be reviewed and update in conjunction with an update to the Stoneham Town Code provisions regarding the dates of submission of warrant articles for inclusion in town meeting warrants, currently under review.

**Annual Town Meeting**

<i>Submitted By</i>	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator	January 21	February 1
Department Heads		
Non-Elected Officials		
Non-Elected Boards/Commissions		
Elected Board and Officials	February 1	February 7

*Please note that because only 10 signatures of registered voters are needed pursuant to applicable law to require the Board of Selectmen to insert an article into a warrant for an annual town meeting, less time is needed on the back end of this process in the event that such signatures must be obtained.*

**October Special Town Meeting**

	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator	August 1	August 15
Department Heads		
Non-Elected Officials		
Non-Elected Boards/Commissions		
Elected Board and Officials	August 15	August 21

**All Other Special Town Meeting**

**Requirements Apply Only If Warrant Opened For A Minimum of 3 Weeks**

	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator	14 days prior to warrant close	Same
Department Heads		
Non-Elected Officials		
Non-Elected Board		
Elected Board and Officials	10 days prior to warrant close	Same

Note: Nothing in this policy is intended nor shall be interpreted or applied so as to contravene any general law.

# Policies of the Stoneham Select Board

Adopted:

## **Policies of the Stoneham Select Board**

### **Table of Contents**

- 1. Policy Guidelines**
- 2. Powers and Authority**
- 3. Board Officers and Duties**
- 4. Liaison Assignments**
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- 21. Use of Video or Audio Recorders**
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- 23. Use of Town Counsel**
- 24. Resident Request**
- 25. Reviews**
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## **Policies of the Stoneham Select Board**

### **1. Policy Guidelines**

- All policies of the Stoneham Select Board (Board, Select Board) shall be compiled in a single document entitled: "Policies of the Stoneham Select Board". Said policies shall be maintained and compiled electronically and in a format which is easily updated.
- All policies therein shall be individually notated to show the dates on which said policies were adopted, amended, or revised by the Board.
- At the front of the policy book, a calendar shall be maintained, showing annual dates upon which various policies are to be enforced.
- The policy book shall contain a table of contents.
- Chapters and policies shall be identified by sequential numbering or lettering.
- The policy will be posted on the Town of Stoneham Website and will be updated as soon as practicable after changes are made and approved by the Select Board.
- New members will be given a hard copy of the most updated document within one week of their election.
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### **2. Powers and Authority**

The power and authority of the Stoneham Select Board is vested in the Committee as a whole. Policy decisions are to be made at duly noticed, open meetings of a quorum of the Select Board. All draft policies, policy amendments, and policy revisions should be initially discussed at a duly noticed open meeting. The draft policy, policy amendment, or policy revision must be read and discussed at a second duly noticed, open meeting. A vote to accept, amend, or revise a policy should not be taken until such policy can be read at a third duly noticed, open meeting. Members of the Select Board shall not be permitted to bind or make commitments for the Select Board unless so authorized by majority vote of the Select Board at a duly noticed open meeting, or in the case of matters qualifying for executive session, at a duly noticed executive session of the Select Board.

### **3. Board Officers and Duties**

- At its first meeting following the annual town elections, the Board shall elect the following officers:
  - Chair
  - Vice-Chair
  - Clerk
  
- The duties of each officer are as follows:
  - **Chair**
    - Sets the meeting agenda in conjunction with Town Administrator;
    - Presides over, but also participates in all meetings and hearings of the Select Board, according to law or procedures established in this policy book;
    - Liaison to the Town Administrator;
    - Other duties as established within these policies;
    - Insures that the Board is represented at meetings with other groups or at ceremonial functions as required.
  
  - **Vice-Chair**
    - Assumes all duties of the Chairman in his/her absence.
  
  - **Clerk**
    - Takes minutes of all meetings and hearings in the absence of the Board's executive assistant;
    - Assures that the Board's minutes, including executive session minutes, are up to date and released to the public according to best practices.
  
- It is the Board's policy that the chair of the Select Board shall be voted upon on an annual basis.

#### **4. Liaison Assignments**

- The Board will annually review liaison assignments.
- Said review will take place by the third Board meeting after the annual town elections.
- Liaison duties are as follows:

- to keep informed as to the activities of assigned committees, boards and commissions;
- establish a two-way flow of information by meeting periodically with assigned committees, boards and commissions;
- Chair will serve as liaison (at a minimum) to the Town Administrator, Town Treasurer, Town Counsel, Moderator and Finance Committee.
- Other liaison assignments will be made with committees, boards and commissions as required.

## **5. Regular Meetings**

The regular meetings of the Select Board are generally to be held in the first floor hearing room of the Stoneham Town Hall on the first and third Tuesdays of every month commencing at 7:00 P.M.

The date and place of any regular meeting may be changed. The Board will try to provide for at least two (2) regular meetings in each month excluding the months of July and August.

## **6. Citizen Input**

- Members of the public may be permitted by the Select Board to ask a question or make comment on a matter affecting the Town that is listed on the agenda and shall be permitted to ask questions or make comments during public hearings being conducted by the Select Board.
- Matters raised by the citizen, which require further debate, action or discussion, may be placed on a future agenda, unless, at the discretion of the Chair, further debate, action or discussion is allowed immediately.
- Citizens may speak for a period not to exceed approximately five (5) minutes without permission of the Chair. If the Chair chooses, he/she may limit the time to a shorter period.

## **7. Citizen Comments**

- Members of the public can use this time to comment on any matter affecting the Town that is not listed on the agenda.

- Matters raised during the citizen comment portion of the agenda which require further debate, action or discussion may be placed on a future agenda.
- The chair shall determine the placement of citizen comment on the agenda.
- Citizens must sign in on a prepared form listing their name, address, contact information and subject matter for our records.
- Citizens may speak for a period not to exceed approximately five (5) minutes. If the Chairperson chooses, they may limit the time for a shorter period.

## **8. Subcommittees**

- All subcommittees created by the Select Board shall be formally charged with performing a specific action for the Board. All subcommittees shall report back to the Board prior to the end of its term.
- There will be a limit of 1 year of duration for any subcommittee unless it is reauthorized by a vote of the Board. The Board will vote annually on the membership of each such subcommittee.
- A list of subcommittees and their membership will be maintained on the Town of Stoneham's website.
- The Board, at a meeting, may dissolve any subcommittees deemed inactive or no longer necessary.

## **9. Special & Emergency Meetings**

- Special or emergency meetings may be called by the Chair, and, in the case of Chair's absence, disability or refusal, may be called by three (3) members of the Board.
- Notice of such hearing shall be duly posted and given to all members according to the requirements of the Open Meeting Law.
- The call for said emergency meeting shall set forth the matter to be acted upon at said meeting, and nothing else shall be considered at such emergency meeting.

## **10. Notification**

- Excepting in the case of emergencies, copies of the agenda, minutes of the previous meeting, and pertinent information shall be delivered electronically, by mail or courier at least 48 hours before the meeting.



## **11. Quorum**

- Unless otherwise required by M.G.L. or Town By-Law, a majority of the members of the Select Board shall constitute a quorum for the transaction of business.
- In an attempt to insure a quorum at all meetings, members shall notify either the Chair or the Board's executive assistant the member's earliest convenience if he/she will not be attending.

## **12. Remote Participation Policy**

### **A. Purpose:**

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.00 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards should try to attend meetings in person, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain circumstances prevent them from being physically present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by Town Boards under the *Open Meeting Law, M.G.L. c30A, §§ 18-25*.

### **B. Enabling Authority:**

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

### **C. Applicability:**

In accordance with 940 CMR 29.10(2)(a), the Select Board, on February 20, 2018, voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town of Stoneham. In accordance with 940 CMR 29.10(3), the Select Board may revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, committees, commissions, sub-committees and working groups ("Town Boards") regardless of whether such Town Boards are appointed or elected. Where the

Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

**D. Minimum Requirements for Remote Participation:**

No member of a Town Board shall participate in a meeting remotely unless the following requirements are met:

- a. Members of the Town Board who wish to participate remotely must complete Authorization to Utilize Remote Participation Form in advance of the meeting;
- b. Members of the Town Board who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;
- c. A quorum of the Town Board, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting locations in accordance with *M.G.L. c.30A, §20(d)*;
- d. Members of the Town Board who participate remotely should have access to the same materials being used at the meeting location;
- e. Members of the Town Boards who participate remotely may vote and shall not be deemed absent for the purposes of *M.G.L. c.39, §23D(a)*.

**E. Permissible Reasons for Remote Participation:**

It is the express desire of the Select Board that remote participation in meetings be an infrequent event. Chairs of Town Boards are encouraged to interpret these rules in a strict fashion and to continue to induce all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A member of a Town Board shall be permitted to participate remotely in a meeting if the person chairing the meeting determines that the member's physical attendance unreasonably difficult yet still leaves that member able to actively participate in the meeting. Those reasons may include, but are not limited to:

- a. Personal illness;
- b. Personal disability;
- c. Emergency;
- d. Military service; or
- e. Significant geographic distance.

Any determination by the person chairing the meetings to allow or not allow remote participation shall be final and shall not be subject to appeal.

#### **F. Technology:**

- a. The following media are acceptable methods for remote participation:
  1. Telephone, internet, or satellite-enabled audio or video conferencing;
  2. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
- b. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.
- c. The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member. If technical difficulties arise resulting in the loss of connection with the remote participant, that participant's attendance shall be terminated. The meeting should not be interrupted while any attempt to restore the connection is made. If a remote participant is disconnected from the meeting, that fact and the time of the disconnection shall be noted in the meeting minutes.
- d. Each individual Town Board that anticipates using remote participation shall determine which of the acceptable methods may be used by its members.

#### **G. Procedures for Remote Participation:**

- a. Any member of a Town Board who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the person chairing the meeting of his or her desire to do so by completing the Authorization to Utilize Remote Participation Form.
- b. If the person chairing the meeting approves the request for remote participation he or she shall make any necessary arrangements with IT personnel to ensure that the required equipment is available. If the required equipment is not available from the IT Department or another source, then the person chairing the meeting shall deny the request for remote participation.
- c. At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR

29.10(5) for his or her remote participation. This information shall be recorded into the minutes.

d. All votes taken during any meeting shall be by roll call vote.

e. Remote participants shall preserve the confidentiality of executive session. Certain media, such as speakerphone, can inadvertently be heard by people not party to the executive session discussion. The remote participant shall state at the start of any executive session that no other person is present and/or able to hear the discussion at the meeting location unless the presence of that person is approved by a simple majority vote of the Town Board.

f. The member of a Town Board requesting to participate remotely shall be responsible for any out-of-pocket costs associated with such participation. The Town shall not be responsible for the reimbursement of such costs.

g. Members participating remotely are cautioned that the same obligations of consideration apply as in any physical meeting. Remote participants should direct all their attention to the meeting, and should make their decisions based upon the same information as is available to all the other participants in the meeting. The remote participant shall also state at the beginning of any meeting that no other person is in proximity and could exert undue influence on the participant, in either executive or public session, and shall inform the chair if that situation changes.

### **13. Agenda**

No item shall be inserted in the agenda for any regular meeting of the Select Board, unless said item has been filed in the office of the Board on or before 12:00 noon on the Thursday prior to the regular Tuesday meeting.

Any member may request that items be placed on the agenda and strong deference should be given to all requests, unless the Chair and the Town Administrator determine that the Town Administrator should handle the matter or the matter is outside the authority of the Board.

Members who have items being placed on the agenda must submit a short, written description of the issue, by email to the Chair and the Office Manager. Their description must state whether or not they are requesting a vote be taken on the matter.

## **14. Decorum & Procedures**

- Decorum and procedure during Select Board meetings shall be maintained by the Chair.
  - In performing this duty, the Chair will moderate according to the dictates of reason, established by Board practice, and law.
  - The Chair shall have the right of seconding, but not making motions.
  - The Chair, after a verbal warning, has the right to expel any person or member from the meeting if their conduct is unbecoming of a Board member.
  - Only one member may speak at a time. When a member has the floor he/she is not to be interrupted unless they are off topic, in which case the Chair may ask the person to get back on topic or finish speaking.
  - If there is excessive cellphone use by any Board member, the Chair may address this issue.
  - All members should refrain from using poor or inappropriate language and throwing items during a meeting.
  - The Chair, and only the Chair may recognize someone to speak. This includes Board members and citizens. No Board member may call on someone to speak. If the Chair does not notice another member or a citizen that wishes to speak, then a member may get the attention of the Chair.
  - The Chair should recognize members and audience members equally, even if they have differing views.
  - Board members shall refer to one another as Board member "Smith."
  - Board members should act in a responsible and professional manner. If a member or a citizen does not treat an individual with respect, the Chair may call a five minute recess.
  - The Board will discuss an agenda item before opening the discussion to the public. Not all agenda items are public hearings and it is the discretion of the Chair to allow public comment.
- 
- While difference of opinions should encourage discussion, personal attacks will not be tolerated and the chair has the right to halt debate if personal attacks occur.

**15. Minutes: Circulation**

Minutes of the meeting of the Select Board shall not be circulated until after they have been approved by the Board, unless they have been requested pursuant to the terms of the Open Meeting Law.

**16. Minutes: Action**

Except as required by law, the Board will act on the minutes of its previous meetings as the first item on the agenda when possible.

**17. Minutes: Executive Session**

- Executive session minutes are available to all members of the Board, who are bound to maintain their confidentiality.
- Executive session minutes, or sections thereof, will be released in accordance with Massachusetts General Law, only when by doing so, the lawful purpose of the executive session will not be defeated.
- Executive session minutes, or sections thereof, will be released only by an affirmative vote of at least three (3) members of the Board.
- All requests for unreleased executive session minutes will be immediately forwarded to the Chair of the Board and placed on the next available meeting agenda for resolution.
- The Clerk shall review executive session minutes quarterly.

**18. Correspondence: General**

All correspondence requiring action or an answer shall be handled in a timely fashion by the Town Administrator and reported to the Board. The TA shall report back to the Board any action taken on said correspondence.

Copies of pertinent informational correspondence shall be given to each member.

Other informational correspondence shall be available at each meeting in the correspondence folder, and so indicated in each Board member's packet.

**19. Communications:**

No member of the Board shall go before any state agency or entity to represent the Board unless the Board has voted and approved in advance of

the action being taken. Any member that wishes to communicate either in letter, email or oral testimony must make clear in their opening statement that they are offering their opinion and do not represent the formal position or opinion of the Board.

Any member offering a letter, newspaper article, email or social media post relative to Select Board matters shall make clear at the beginning of said letter, article, email or social media publication that they are offering their own personal opinions and does not necessarily represent the formal position or opinion of the Board.

Use of Select Board letterhead shall be limited to official business of the Board.

## **20. Meeting Procedures Miscellaneous**

- Miscellaneous items will appear at the end of the agenda at regularly scheduled meetings and be reasonably described in accordance with the open meeting law and regulations.
- Members will be restricted to approximately five (5) minutes in which to relate their miscellaneous items to the Board.
- Attendant discussion to miscellaneous shall be limited by the Chair to no more than five (5) minutes for any single item.
- Topics requiring more than five (5) minutes discussion will be placed on future agenda, as the priority requires.

## **21. Use of Video or Audio Recorders:**

- Citizens are permitted to record, with audio or video equipment, Board meetings after properly informing the Chair.
- Prior to the start of a meeting, any person or entity should inform the Chair that he/she/they wish to record the meeting and of the method of recording.
- At the beginning of the meeting the Chair shall inform other attendees of any such recordings.
- Any person recording any meeting shall not allow the making of the recording to become disruptive of the public meeting.

## **22. Appointments by Select Board**

- **Policy:** It shall be the policy of the Select Board to take the following steps when appointing citizen volunteers to boards and committees of the Town. The purpose of this policy is to encourage and broaden participation in Town government by qualified and interested residents.
- **New Appointments:** Notices of vacancies shall be publicly posted for at least two weeks. Notices shall be sent to the local newspapers and the Town website ([www.stoneham-ma.org](http://www.stoneham-ma.org)) when a vacancy occurs on a board or committee.

Applications and/or letters of interest shall be submitted to the Select Board's/Town Administrator's Office by mail delivery or electronically and will be forwarded to the Select Board for review and screening.

A decision regarding the appointment will generally be made at the next regularly scheduled meeting of the Select Board.

Applicants not chosen for the board or committee will be sent a letter thanking them for their interest. Their request shall be retained three years for future consideration.

Exceptions may be made to this policy depending on the nature of the committee, the number and qualifications of applicants for the committee in question or the urgency of the need for filling vacancies.

- **Reappointments:** In the case of someone who has been serving on a committee and whose term is expiring, a notice will be sent to the person asking them to respond to the Select Board indicating whether or not they are interested in being reappointed.

The Board, at its discretion, may elect not to reappoint a member of a committee with an expiring term or request that such member reapply for appointment, in which case such member shall be interviewed in open meeting together with other recommended candidates for the position. The Select Board may also request attendance records of any individual requesting reappointment to that specific committee.

## 23. Use of Town Counsel



Member shall not seek the advice of Town Counsel on personal matters. Members shall retain their own personal counsel for such matters at no cost to the taxpayers.

#### **24. Resident request**

Select Board members shall submit to the Town Administrator, in writing, either on a form or by email, any requests made by residents for his or her review or action. For record keeping purposes, members of the Board shall not submit requests of this nature via text to the Town Administrator. Any calls made to the Town Administrator shall be followed up in writing to his office.

#### **25. Reviews**

The Chair shall schedule a full performance review of the Town Administrator annually in January of each year. This Chair shall send a self-evaluation form to the TA at least six weeks prior to the scheduled review. The Town Administrator shall submit their self-evaluation to the Board no less than one week prior to the scheduled review. The Board shall conduct a more limited mid-year review in June. The Chair shall schedule a full performance review of the Town Accountant and the Board's Executive Assistant annually in June. The Chair shall send a self-evaluation form to the Accountant and Executive Assistant at least six weeks prior to the scheduled review. They shall submit their self-evaluations to the Board no less than one week prior to the scheduled review. The Board shall conduct a limited mid-year review of these two positions in January.

#### **26. Human Rights Statement**

Stoneham is a community that is grounded in respect for every individual, and therefore, protects all residents, employees, business owners, students and visitors in the enjoyment and exercise of human and civil rights. It is

Town policy to ensure equal treatment and opportunity to all individuals regardless of race, gender, gender identity, ethnicity, religion, ideology, socio-economic status, health, sexual orientation, age, military status or disability

Wills and bequeathed by G. William Scott  
this 4th day of April, A.D. 1950  
Signed and sealed in presence of  
by Walter Scott Treasurer  
The Commonwealth of Massachusetts  
Notary Public  
April 4, 1950 Then personally appeared  
the above named G. William Scott, Treasurer  
and acknowledged the foregoing instrument to be the free act and deed of the WINTER HILL FEDERAL SAVINGS  
& LOAN ASSOCIATION, before me  
My commission expires March 8, 1951  
Rec'd & entered for record April 5, 1950 at 3h. 10m. P.M. #360

BOOK  
7560  
PAGE  
16

TOWN OF STONEHAM, a municipal corporation  
duly established under the laws of Massachusetts  
and having its usual place of business at Stoneham  
Middlesex County, Massachusetts, for consideration paid,  
grant to James C. O'Brien Archdeacon of Boston, a Corporation Sole,  
of Boston, Suffolk County, Massachusetts, its heirs, assigns and  
with quitclaim covenants  
located & situated in said Stoneham, bounded and described as follows:  
XXXXXXXXXXXXXXXXXXXX

**PARCEL 1.**

Beginning at the Northeast corner of the intersection of  
Broadway and MacArthur Road, thence running Southerly along  
said Cemetery a distance of approximately 1000 feet to other  
land of said Cemetery, thence turning and running Easterly along  
said Cemetery line to land now or formerly of said land of  
said landman. Containing 3.836 acres, more or less.

**PARCEL 2.**

Beginning at a point on Broadway at the Easterly boundary of  
St. Patrick's Cemetery; thence running Southerly along land of  
said Cemetery a distance of approximately 1000 feet to other  
land of said Cemetery, thence turning and running Easterly along  
said Cemetery line to land now or formerly of said land of  
of 134.21 feet; thence turning and running Northerly along land  
of the Town of Stoneham to Broadway a distance of approximately

1050. feet to Broadway; thence turning and running Westerly along Broadway a distance of 134.21 feet to the point of beginning. Containing approximately 140,920.5 square feet, more or less.

Contained herein is an attested copy of the Vote of the Annual Town Meeting held on March 14, 1949, at Stoneham, properly attested by Winthrop McCarthy, Town Clerk, of said Stoneham.

The following appeared in the Warrant for the Annual Town Meeting of the Town of Stoneham held March 14, 1949:

ARTICLE 17

VOTED: That the Town sell to the Roman Catholic Archbishop of Boston, Corporation Sole, for use as a Cemetery, a parcel of vacant land owned by the Town of Stoneham and heretofore used as a hay field in connection with the Town Infirmary and located at the Northeastly corner of the intersection of Broadway and MacArthur Road, being bounded on the Westerly by MacArthur Road, on the South by Broadway, on the East by land now or formerly of Woodman, and on the North by other land of said Woodman, containing 3.836 acres, more or less, for the price of One (\$1.00) Dollar, and to authorize the Board of Selectmen to convey title to said land.

ARTICLE 18

VOTED: That the Town sell to the Roman Catholic Archbishop of Boston, Corporation Sole, for use as a Cemetery, a strip of pasture land now owned by the Town of Stoneham and heretofore used in connection with the Town Infirmary and located on the Easterly side of St. Patrick's Cemetery, containing approximately 140,920.5 square feet, more or less, described as follows: Beginning at a point on Broadway at the Easterly boundary of St. Patrick's Cemetery; thence running Southerly along land of said Cemetery a distance of approximately 1050. feet to other land of said Cemetery; thence turning and running Easterly along said Cemetery land to land now or formerly of Gallett a distance of 134.21 feet; thence turning and running Northerly along land of the Town of Stoneham to Broadway a distance of approximately 1050. feet to Broadway; thence turning and running Westerly along Broadway a distance of 134.21 feet to the point of beginning, for the price of One (\$1.00) Dollar and to authorize the Board of Selectmen to convey said land.

ATTEST:

*Winthrop McCarthy*  
TOWN CLERK

In witness whereof the said Town of Stoneham

has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Frederick A. Schneider, Philip Burnham and A. Ernest Clark

Board of Selectmen hereto duly authorized, this 28th

day of February in the year one thousand nine hundred and fifty

at Stoneham in the County of Middlesex

State of Massachusetts

TOWN OF STONEHAM

by Frederick A. Schneider, Philip Burnham and A. Ernest Clark

Board of Selectmen

City of Stoneham

MIDDLESEX ss. February 28 1950

Then personally appeared the above named Frederick A. Schneider, Philip Burnham and A. Ernest Clark

and acknowledged the foregoing instrument to be the free act and deed of the Town of Stoneham

before me,

John W. Hill

Notary Public - Justice of the Peace

My commission expires May 17 1951

Rec'd & entered for record April 5, 1950 at 3h. 16m. P.M. #361

I, Daniel J. McDonald holder of a mortgage

from Laurion W. Lowe and Gertrude C. Lowe

in me

Dated June 12, 1945

recorded with Middlesex South District Registry of Deeds

Book 6865 Page 246 acknowledge satisfaction of the same

WITNESS my hand and seal this 11th day of April 1950

Daniel J. McDonald

COMMONWEALTH OF MASSACHUSETTS

Suffolk ss. April 1950

Then personally appeared the above named Daniel J. McDonald

BOOK

7560

PAGE

167

2

**NOTICE OF EXTENSION OF RESTRICTION**

Cross Reference: Book 7560, Page 165

Grantor Index Under the Following Names:

1. Roman Catholic Archbishop of Boston, a Corporation Sole, and
2. Town of Stoneham

The TOWN OF STONEHAM, a municipal corporation duly established under the Laws of the Commonwealth of Massachusetts, and having its usual place of business at Stoneham, Middlesex County, Massachusetts, by and through its Board of Selectmen, hereby extends, pursuant to Chapter 184, Section 28 of the General Laws, the restriction placed on the parcel of land designated as "Parcel 1" by a deed from the Town of Stoneham to the Roman Catholic Archbishop of Boston, a Corporation Sole, its successors and assigns, dated February 28, 1950 and recorded at the Middlesex South District Registry of Deeds at Book 7560, Page 165 on April 5, 1950.

The restriction being, and hereby extended, is that the parcel is granted for use as a Cemetery.

The subject parcel, currently owned by the Roman Catholic Archbishop of Boston, a Corporation Sole, being described as follows:

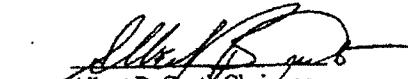
Beginning at the Northeasterly corner of the intersection of Broadway and MacArthur Road, being bounded on the Westerly by MacArthur Road, on the South by Broadway, on the East by land now or formerly of Woodman, and on the North by other land of said Woodman. Containing 3.836 acres, more or less."

IN WITNESS WHEREOF, the Town of Stoneham, through its Board of Selectmen, has caused its corporate seal to be affixed and these presents to be signed, acknowledged and

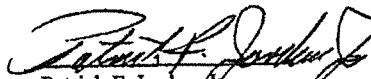
RECEIVED  
MAY 11 1950  
STONEHAM  
MASS

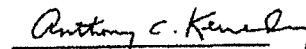
delivered and the Notice of Extension of Restriction set forth herein to be imposed in its name  
and on its behalf on this 11<sup>th</sup> day of January, 2000.

TOWN OF STONEHAM  
By its Board of Selectmen

  
Albert B. Conti, Chairman

  
Cosmo Ciccarello

  
Patrick F. Jordan, Jr.

  
Anthony C. Kennedy


\_\_\_\_\_  
Darin J. Leahy

COMMONWEALTH OF MASSACHUSETTS

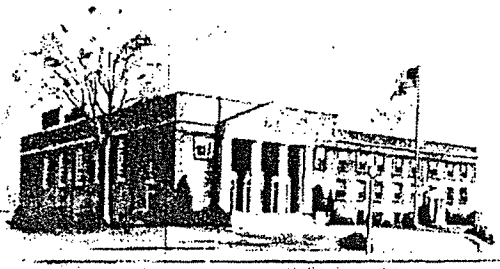
Middlesex, ss.

January 11, 2000

Then personally appeared the above-named members of the Board of Selectmen of the Town  
of Stoneham and acknowledge the foregoing to be the free act and deed of the Board of Selectmen  
and of the Town of Stoneham, before me

  
Notary Public  
My Commission Expires:

August 11, 2000



TOWN OF  
STONEHAM  
MASSACHUSETTS

TOWN COUNSEL  
WILLIAM H. SOLOMON, ESQ.

319 MAIN STREET  
STONEHAM, MA 02180  
(781) 438-4543

31054 - 239

**To:** Board of Selectmen  
**From:** William H. Solomon  
Town Counsel  
*William H Solomon per*  
**Date:** January 19, 2000  
**Subject:** Notice of Restriction Extension  
Archdiocese of Boston

I am forwarding to you a copy of the Notice of Extension of Restriction in regard to the property owned by the Archdiocese of Boston.

Be advised that this document was recorded with the Registry of Deeds on January 14, 2000.

If you have any questions concerning this matter, do not hesitate to contact me.

Enclosure

CC : John Hanright  
Town Clerk

Robert Grover  
Town Engineer



## NOTICE OF EXTENSION OF RESTRICTION

Cross Reference: Book 7560, Page 165

Grantor Index Under the Following Names:

1. Roman Catholic Archbishop of Boston, a Corporation Sole, and
2. Town of Stoneham

The TOWN OF STONEHAM, a municipal corporation duly established under the Laws of the Commonwealth of Massachusetts, and having its usual place of business at Stoneham, Middlesex County, Massachusetts, by and through its Board of Selectmen, hereby extends, pursuant to Chapter 184, Section 28 of the General Laws, the restriction placed on the parcel of land designated as "Parcel 1" by a deed from the Town of Stoneham to the Roman Catholic Archbishop of Boston, a Corporation Sole, its successors and assigns, dated February 28, 1950 and recorded at the Middlesex South District Registry of Deeds at Book 7560, Page 165 on April 5, 1950.

The restriction being, and hereby extended, is that the parcel is granted for use as a Cemetery.

The subject parcel, currently owned by the Roman Catholic Archbishop of Boston, a Corporation Sole, being described as follows:


Beginning at the Northeasterly corner of the intersection of Broadway and MacArthur Road, being bounded on the Westerly by MacArthur Road, on the South by Broadway, on the East by land now or formerly of Woodman, and on the North by other land of said Woodman. Containing 3.836 acres, more or less."

IN WITNESS WHEREOF, the Town of Stoneham, through its Board of Selectmen, has caused its corporate seal to be affixed and these presents to be signed, acknowledged and

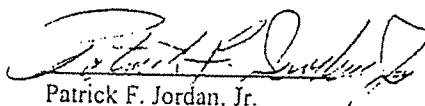
11.30  
49 21:14/07 12:22:15 49

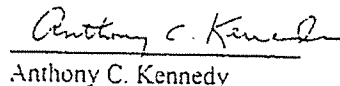
delivered and the Notice of Extension of Restriction set forth herein to be imposed in its name  
and on its behalf on this 11<sup>th</sup> day of January, 2000.

TOWN OF STONEHAM  
By its Board of Selectmen

  
Albert B. Conti, Chairman

  
Cosmo Ciccarello

  
Patrick F. Jordan, Jr.

  
Anthony C. Kennedy

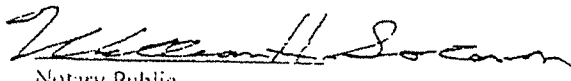
\_\_\_\_\_  
Darin J. Leahy

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

January 11, 2000

Then personally appeared the above-named members of the Board of Selectmen of the Town of Stoneham and acknowledge the foregoing to be the free act and deed of the Board of Selectmen and of the Town of Stoneham, before me

  
Notary Public

My Commission Expires:

August 11, 2000

000024 17 2000

COMMONWEALTH OF MASSACHUSETTS

DEEDS

MIDDLESEX S.S. —  
SOUTH DIST. R.

JIND

CAMBR.

I HEREBY CERTIFY  
THIS IS A TRUE COPY OF  
RECORDED IN BOOK  
PAGE

*James G. James*

REGISTER



ARCHDIOCESE OF BOSTON  
66 BROOKS DRIVE  
BRAINTREE, MASSACHUSETTS 02184-3839

September 23, 2008

Town of Stoneham  
Board of Selectman  
Mr. John F. DePinto, Chairman  
Town Hall  
35 Central Street  
Stoneham, MA 02180

RECEIVED  
2008 SEP 26 AM 10:16  
TOWN OF STONEHAM  
BOARD OF SELECTMEN

Dear Mr. Depinto:

Thank you for your letter of September 3, 2008, which Cardinal O'Malley has referred to me for a response.

While the gratitude and relationship expressed in your opening is appreciated, I must clarify that the Archdiocese of Boston played no role in the withdrawal of Omnipoint's application. As has been stated on several occasions, the Archdiocese has not taken a position in support of, or in opposition to, the Omnipoint action. Furthermore, while we appreciate and respect all positions and opinions in this matter, it would be inaccurate and inappropriate to presume that the Archdiocese has either expressed or shares those of either party.

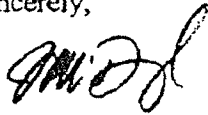
I would also like to thank you for your informational commentary relative to the town's perspective and intentions, however, we must strongly disagree with your assessment and portrayal of the history, terms and legal analysis. Naturally, these issues are likely moot as I am confident that the process and zoning regulations of the Town of Stoneham, allowing for the appropriate forum and oversight of such applications, have and will function as intended.

Stoneham's need for additional soccer fields is a wonderful indication of the continued development and growth of your fine community. I am heartened to hear of both the need and interest in expanding your youth sporting activities. Although it is our present intention to retain the parcel in question for the benefit and use of the archdiocesan cemetery association, the Archdiocese is always interested in opportunities to collaborate with communities in the interest of such activities; we encourage such dialogue where a benefit can be brought to the youth of a community, in addition to those opportunities that also benefit our parishes, schools and parish youth.

I trust this letter has adequately clarified our position and that your continued respect and consideration for the long-standing cooperative relationship, of which you so eloquently wrote, will prevent any further misunderstandings or misstatements.

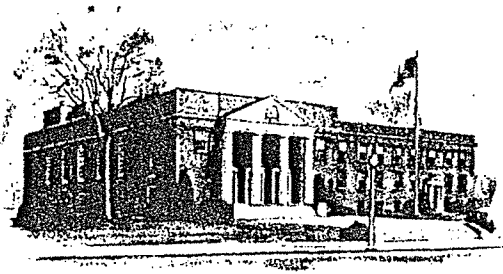
Thank you for all of your work in public service.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McDonough', written in a cursive style.

Mr. James P. McDonough  
Chancellor

Cc: Mr. Terrence Donilon, Media & Public Affairs, Archdiocese of Boston  
Mr. Robert Visconti, Executive Director, Catholic Cemetery Association  
Rev. William T. Schmidt, St. Patrick Parish



TOWN OF  
STONEHAM  
MASSACHUSETTS

TOWN HALL  
35 CENTRAL STREET  
STONEHAM, MA 02160

Board of Selectmen

781/279-2680

John F. DePinto, *Chairman*  
R. Paul Rotondi, *Vice Chairman*  
Frank A. Vallarelli, *Secretary/Selectman*

Richard S. Gregorio, *Selectman*  
Robert W. Sweeney, *Selectman*  
Muriel Doherty, *Office Manager*

September 3, 2008

Archbishop of Boston  
Seán Cardinal O'Malley  
Archdiocese of Boston  
66 Brooks Drive  
Braintree, Massachusetts 02184

Re: Use of Land Given By The Town of Stoneham To The Archdiocese of Boston  
For Cemetery Purposes – Broadway (across from the current St. Patrick's  
Cemetery), Stoneham

Dear Cardinal O'Malley:

I am writing you, pursuant to a unanimous vote of the Board of Selectmen of the Town of Stoneham, to thank the Archdiocese for its role in the withdrawal of the application by Omnipoint Communications ("T-Mobile") for a proposed cell tower in St. Patrick's Cemetery. The actions of the Archdiocese reflects the long standing and strong community bonds between our institutions. A relationship based upon mutual respect.

The Town appreciates that the Archdiocese shared its strong belief that this relatively small, but bucolic cemetery, abutting the Town's soccer fields and located in of the most pastoral areas of Stoneham, was an inappropriate place to locate a cell tower. There may well be portions of other cemeteries, such as those abutting interstate highways and major roads, which would be appropriate for a wireless facility, but clearly St. Patrick's cemetery is not such a location.

We understand that some representatives of the Archdiocese, who were not familiar with the gift of the 3.836 acre parcel directly across Broadway from St. Patrick's Cemetery for cemetery purposes, were considering the possibility of allowing the placement and construction of a cell tower on that parcel. From the Town's perspective, locating a cell tower on that adjacent parcel would be no less detrimental to this unique

area of Stoneham (and would similarly be in violation of the Town's Zoning Bylaws). More significantly, such a use would be in clear violation of the letter and spirit in which the Town of Stoneham and its residents gave this land to the Archdiocese. The land was gifted by the Town to the Archdiocese (Roman Catholic Archbishop of Boston) in February, 1950 for use as a cemetery, and that restriction was extended by the Town in January, 2000.


The Board of Selectmen and the Town of Stoneham are confident that the Archdiocese will continue to respect the terms of this grant of land by the Town of Stoneham. As such, we note for informational purposes only, that a use of the land in violation of its grant for cemetery purposes, whether for a cell tower or otherwise, would leave the Town no choice but to take any and all action necessary to protect its municipal interests and that of our residents. The Town would be required to bring a legal action to enforce the deed's restrictive covenant and possibly to seek recession of the grant of the land to the Archdiocese as a result of the violation of the covenant and/or based on the conclusion that the original grant of land was an ultra vires act, in violation of Amended Article XVIII (18) of the Massachusetts Constitution.

We are, as noted however, confident that the Archdiocese will continue to respect the letter and spirit in which this land was given to the Archdiocese, thereby furthering the longstanding relationship of respect and consideration of each others needs by and between the Town of Stoneham and the Archdiocese of Boston.

In furtherance of that spirit, we note that the Town is in great need of additional soccer fields for the over one thousand (1,000) children involve in Stoneham youth soccer. If the Archdiocese and its Cemetery Association do not have a need for this land for cemetery purposes, we would certainly be interested and grateful if the Archdiocese would return the land to the Town in order that we may better serve our youth.

Thank you.

Sincerely,



John F. DePinto, Chairman  
Board of Selectmen

cc: Mr. Terrence Donilon, Media & Public Affairs  
Archdiocese of Boston (Certified Mail/Return Receipt Requested)  
Mr. Robert Visconti, Executive Director,  
Catholic Cemetery Association (Certified Mail/Return Receipt Requested)  
Rev. William T. Schmidt, St. Patrick Parish